

**SUBMIT THIS  
APPLICATION TO COUNTY  
OFFICE OF EDUCATION**

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
FISCAL YEAR 2004**

**COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT/CARRY-OVER APPLICATION**

1. PROJECT #:IDEA- _____-04 <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CONSORTIUM				1a. PROJECT PERIOD: 9/1/03 to 8/31/04	
2. LEA: _____					2a. County: _____
3. PROJECT DIRECTOR: _____			3a. TEL #: _____	3b. FAX #: _____	
4. ADDRESS: _____					
5. BUSINESS ADMINISTRATOR: _____				5a. TEL #: _____	
6. PROJECT	7. Approved Amount	8. Expended Amount	9. Unexpended Balance	10. Amount to be Refunded to NJDOE	11. Proposed Carry-Over
<input type="checkbox"/> Basic Final Report	\$	\$	\$	\$	\$
<input type="checkbox"/> Preschool Final Report	\$	\$	\$	\$	\$
<b>FINAL REPORT</b>					
12. Report of Completed Activities: <b>List Basic and Preschool activities separately.</b> Attach additional pages if needed.					
<b>Complete for Carry-Over Application and/or for Refunds to NJDOE</b>					
13. Reason Funds Were Not Expended During the Project Period: <b>List Basic and Preschool activities separately.</b> Attach additional pages if necessary.					

***This form is to be used for FY 2004 awards only!***

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT/CARRY-OVER APPLICATION**

**INSTRUCTIONS FOR COMPLETING PAGE 1**

**Refer to your IDEA-B approved budget or the most recent approved amendment prior to completing this report.**

Items 1-5a. Enter all identifying information.

6. Check the appropriate Project: Basic Final Report and/or Preschool Final Report.
7. Enter the approved amount(s).
8. Enter the amount(s) expended during the project period.
9. Subtract the amount in item 8 from the amount in item 7 and enter the difference.
10. Enter the unexpended balance amount from item 9 that you are refunding to NJDOE. All school districts, Charter Schools and vocational schools must send a check payable to the Treasurer, State of New Jersey for the refund amount and mail with a copy of page 1 of the Final Report to:  

**Department of Education  
Office of Budget and Accounting  
Revenue and Grant Accounting  
PO Box 500  
Trenton, NJ 08625-0500.**

State agencies should not send refund checks, but rather process the transfer of funds through the state accounting system. Contact the Office of Budgeting and Accounting for assistance if necessary.
11. Enter the unexpended balance amount from item 9 that you are applying to carry forward into the next project period. Unexpended nonpublic proportionate share funds must be carried over for nonpublic use or refunded to the NJDOE.
12. Provide a report of the completed activities using the expended funds, including services provided to nonpublic students. List Basic and Preschool activities separately.
13. If applying for carry-over funds or making a refund to the NJDOE, provide a brief but specific description why all funds were not expended/obligated within the project period. Consortium applications must include a statement that all participating districts agree to this request. **This item must be completed if funds are indicated in item 11.**

**ALL FINAL REPORT/CARRY-OVER APPLICATIONS MUST BE SUBMITTED TO YOUR COUNTY OFFICE IN ACCORDANCE WITH THE TIMELINES LISTED IN THE GUIDELINES.**

Forms and Guidelines are located on the New Jersey Department of Education Website at <http://www.state.nj.us/education>. Select *Grants*. Select *Entitlement Grants*.

**Note: If your district has approved FY 2003 Carry-Over, you must file a separate report using the appropriate form. These forms are located on the website.**

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
FISCAL YEAR 2004 COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT *EXPENDED BUDGET*  
BUDGET DETAIL**

**LEA:** \_\_\_\_\_

**Project #: IDEA-**\_\_\_\_\_ **-04**

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC DESCRIPTION/ITEMIZATION	BASIC EXPENDED BUDGET	PRESCHOOL DESCRIPTION/ITEMIZATION	PRESCHOOL EXPENDED BUDGET

\_\_\_\_\_  
LEA Business Administrator's Name

\_\_\_\_\_  
Business Administrator's Signature

\_\_\_\_\_  
Date

NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT EXPENDED BUDGET  
BUDGET DETAIL

<b>INSTRUCTIONS FOR COMPLETING PAGE 2</b>
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- Enter the LEA name and IDEA Project Number.
- **Expenditure Category and Function & Object Code:** List expenditures separately by category and code. See Appendix G, *The Quick Reference of Commonly Requested Costs*, for assistance.
- **Description/Itemization:** List/describe each item by category. For salary categories, list each position separately, by title, specifying if a summer employee.
- **Expended Budget Basic/Preschool:** Report the amounts expended from this IDEA-B award. All equipment purchases must be reported on the "Federal Equipment Inventory" page(s).
- **The LEA Business Administrator's name and dated signature must appear on every Budget Detail page 2.**
- Use additional sheets as needed.

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
FISCAL YEAR 2004 COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT *EXPENDED BUDGET*  
NONPUBLIC EXPENDITURES**

**LEA:** \_\_\_\_\_

**Project #: IDEA-**\_\_\_\_\_ **-04**

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC NONPUBLIC DESCRIPTION/ITEMIZATION	BASIC NONPUBLIC EXPENDED BUDGET	PRESCHOOL NONPUBLIC DESCRIPTION/ITEMIZATION	PRESCHOOL NONPUBLIC EXPENDED BUDGET

\_\_\_\_\_  
LEA Business Administrator's Name

\_\_\_\_\_  
Business Administrator's Signature  
2- NONPUBLIC EXPENDITURES

\_\_\_\_\_  
Date

NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT EXPENDED BUDGET  
NONPUBLIC EXPENDITURES BUDGET DETAIL

<b>INSTRUCTIONS FOR COMPLETING PAGE 2 NONPUBLIC EXPENDITURES</b>
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- ◆ Enter the LEA name and IDEA Project Number.
- ◆ **Expenditure Category and Function & Object Code:** List expenditures separately by category and code. See Appendix G, *The Quick Reference of Commonly Requested Costs*, for assistance.
- ◆ **Nonpublic Basic/Preschool Description/Itemization:** List/describe each item by category. For salary categories, list each position separately, by title, specifying if a summer employee.
- ◆ **Nonpublic Basic/Preschool Expended Budget:** Report the amounts expended for nonpublic expenditures from this IDEA-B award. All equipment purchases must be reported on the “Federal Equipment Inventory” page 5.
- ◆ **The LEA Business Administrator’s name and dated signature must be included on every Budget Detail Nonpublic Expenditures page 2.**
- ◆ Use additional sheets as needed.

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
FISCAL YEAR 2004 COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER APPLICATION *PROPOSED BUDGET*  
BUDGET DETAIL**

**LEA:** \_\_\_\_\_

**PROJECT #: IDEA-**\_\_\_\_\_ **-04**

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC DESCRIPTION/ITEMIZATION	BASIC PROPOSED BUDGET	PRESCHOOL DESCRIPTION/ITEMIZATION	PRESCHOOL PROPOSED BUDGET

\_\_\_\_\_  
LEA Business Administrator's Name

\_\_\_\_\_  
Business Administrator's Signature

\_\_\_\_\_  
Date

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER APPLICATION PROPOSED BUDGET  
BUDGET DETAIL**

<b>INSTRUCTIONS FOR COMPLETING PAGE 3</b>
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Complete this page only if unexpended Basic and/or Preschool funds are to be carried over.

- ◆ Enter the LEA and IDEA Project Number.
- ◆ **Expenditure Category and Function & Object Code:** List expenditures separately by category and code. List/describe each item by category. For salary categories, list each position separately, by title, indicating any summer employees. See Appendix G, *The Quick Reference of Commonly Requested Costs*, for assistance.
- ◆ **IDEA-B Proposed Carry-Over Budget:** Enter the amounts of carry-over funds to be expended.
- ◆ **The LEA Business Administrator's name and dated signature must be included on every Budget Detail page 3.**

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
FISCAL YEAR 2004 COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER APPLICATION *PROPOSED BUDGET*  
NONPUBLIC EXPENDITURES**

**LEA:** \_\_\_\_\_

**PROJECT#: IDEA-**\_\_\_\_\_ **-04**

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC NONPUBLIC DESCRIPTION/ITEMIZATION	BASIC NONPUBLIC PROPOSED BUDGET	PRESCHOOL NONPUBLIC DESCRIPTION/ITEMIZATION	PRESCHOOL NONPUBLIC PROPOSED BUDGET

\_\_\_\_\_  
LEA Business Administrator's Name

\_\_\_\_\_  
Business Administrator's Signature  
3- NONPUBLIC EXPENDITURES

\_\_\_\_\_  
Date

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER APPLICATION PROPOSED BUDGET  
NONPUBLIC EXPENDITURES BUDGET DETAIL**

<b>INSTRUCTIONS FOR COMPLETING PAGE 3 NONPUBLIC EXPENDITURES</b>
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Complete this page **only** if unexpended Basic and/or Preschool proportionate share funds are to be carried over.

- ◆ Enter the LEA and Project Number.
- ◆ **Expenditure Category and Function & Object Code:** List expenditures separately by category and code. List/describe each item by category. For salary categories, list each position separately, by title, indicating any summer employees. See Appendix G, *The Quick Reference of Commonly Requested Costs*, for assistance.
- ◆ **IDEA-B Nonpublic Proposed Carry-Over Budget:** Enter the amounts of carry-over funds to be expended.
- ◆ **The LEA Business Administrator's name and dated signature must be included on every Budget Detail Nonpublic Expenditures page 3.**

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
FISCAL YEAR 2004  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT/CARRY-OVER APPLICATION  
Budget Summary**

LEA: \_\_\_\_\_

Project #: IDEA- \_\_\_\_\_ -04

15. EXPENDITURE CATEGORY	15a. FUNCTION & OBJECT CODE	15b. FINAL REPORT/ EXPENDED BUDGET		15c. CARRY-OVER PROPOSED BUDGET	
<b>INSTRUCTION (100 Series)</b>		Basic	Preschool	Basic	Preschool
Personal Services - Salaries	100-100				
Purchased Prof. & Tech. Services	100-300				
Other Purchased Services	100-500				
General Supplies	100-600				
Other Objects	100-800				
<b>SUBTOTAL INSTRUCTION</b>					
<b>SUPPORT SERVICES (200 Series)</b>					
Personal Services - Salaries	200-100				
Personal Services - Employee Benefits	200-200				
Purchased Prof. & Tech. Services	200-300				
<i>Purchased Prof. - Ed. Ser.</i>	200-320				
Purchased Property Services	200-400				
Other Purchased Services	200-500				
<i>Travel</i>	200-580				
Supplies and Materials	200-600				
Other Objects	200-800				
<i>Indirect Costs</i>	200-860				
<b>SUBTOTAL SUPPORT SERVICES</b>					
<b>FAC. ACQ. &amp; CON. SER. (400 Series)</b>					
Buildings Use Charge	400-720				
Instructional Equipment	400-731				
Noninstructional Equipment	400-732				
<b>SUBTOTAL FAC. ACQ. &amp; CON. SER.</b>					
Schoolwide Programs: Abbott	520-930				
<b>TOTAL</b>					

☐ As the applicant LEA for the consortium, I certify that all participating LEAs are in agreement with this Final Report/Carry-Over Application.

To the best of my knowledge, I certify that this report is accurate.

16. LEA Board Secretary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

17. LEA Chief School Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

18. Board Approval Date for Submission of Carry-Over Application: \_\_\_\_\_

**NJDOE USE ONLY**

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	CSBA Signature: _____	Date: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	CSCS Signature: _____	Date: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	OGMD Signature: _____	Date: _____

NEW JERSEY DEPARTMENT OF EDUCATION  
**INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B**  
**COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT/CARRY-OVER**  
**APPLICATION**  
*Budget Summary*

<b>INSTRUCTIONS FOR COMPLETING PAGE 4</b>
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Enter the LEA and the IDEA Project Number.

15-15a. **Expenditure Category and Function Object Code:** Expenditure Categories and Function & Object Codes have been included for Instruction, Support Services, Facilities Acquisition and Schoolwide Programs.

15b. **Basic and Preschool Final Report/Expended Budget Columns:** By expenditure category, enter the summary amounts expended using IDEA-B funds during this project period. Enter the subtotals and total amounts from Budget Detail pages 2 and 2-Nonpublic Expenditures.

15c. **Basic and Preschool Carry-Over Proposed Budget Columns:** By expenditure category, indicate the amounts budgeted for carry-over. Enter the subtotals and total amounts.

The consortium applicant LEA certifies that all participant LEAs agree with this report and the proposed Carry-Over Application by marking an "x" in the box.

16. Enter dated signature of the LEA Board Secretary.

17. Enter dated signature of the LEA Chief School Administrator.

18. *A Board of Education approval date is required for all Carry-Over Applications.*

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT  
Federal Equipment Inventory  
Project Period 9/1/03 to 8/31/04**

LEA: \_\_\_\_\_

COUNTY: \_\_\_\_\_

Project#: IDEA- \_\_\_\_\_-04

Acquisition Date	Description (Name, Type, Size)	Manufacturer/Model	Serial/Inventory Number	Unit Acquisition Cost	IDEA Cost by Title	% of IDEA Cost by Title	Location in LEA

\_\_\_\_\_  
LEA Business Administrator's Name

\_\_\_\_\_  
Business Administrator's Signature

\_\_\_\_\_  
Date

NEW JERSEY DEPARTMENT OF EDUCATION  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B  
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT/CARRY-OVER APPLICATION

**FINAL REPORT - FEDERAL EQUIPMENT INVENTORY**

**INSTRUCTIONS FOR COMPLETING  
PAGE 5**

Equipment: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

- ◆ Complete all identifying information.
- ◆ All columns must be completed for each piece of equipment purchased with IDEA-B funds.
- ◆ The total of the IDEA Costs listed must equal the equipment costs listed on the Budget Detail pages 2 and 2-Nonpublic Expenditures and the Budget Summary page for Function & Object Codes 400-731 and 400-732.
- ◆ If the equipment does not have a serial number, an identification number **must** be assigned.
- ◆ For items partially funded, indicate the total unit acquisition cost, the IDEA cost by each Title (Basic or Preschool) and the percentage of IDEA funds utilized by Title.
- ◆ **The LEA Business Administrator's name and dated signature must be included on every Federal Equipment Inventory page 5.**